



OPERATION GRATITUDE Position Description Form

JOB TITLE: Manager, Corporate Events
DEPARTMENT: Development
REPORTS TO: Sr. Director of External Affairs
LOCATION: Remote; with the ability and willingness to travel for corporate events nationwide up to 20% of the time

MISSION + VISION:

Mission: Our mission is to say Thank You to our Military and First Responder communities, and to honor their service by creating opportunities for all Americans to express gratitude.

Vision: We are focused on a future where all who serve believe the American people care

THE OPPORTUNITY:

Reporting directly to the Sr. Director of External Affairs, working closely with the Director of Corporate Partnerships, Communications Team and CEO, the Manager of Corporate Events will support the execution of employee engagement events and growth of the corporate partnerships program as directed by the Director of Corporate Partnerships and the Senior Director of External Affairs and will support all corporate development initiatives.

KEY RESPONSIBILITIES:

Event Management + Oversight

- Lead cross functional teams to execute on all aspects of event planning including cross-functional meetings, marketing materials, communications, logistics, volunteer/staff recruitment, vendor management, program implementation, sponsorship benefits, reporting and post-event analytics for corporate events.
- Perform event close-outs with detailed summaries, including budget reviews with internal teammates, distribution of surveys for feedback, and future improvements.
- Corporate event logistics and execution to include but not limited to:
 - Create and manage event campaigns (using Salesforce) and event sheets
 - Maintain strict budget controls
 - Fulfilment and shipping monitoring and support
 - Properly track and manage incoming items, generate forecast reports for Operations Team
 - Build out timelines, agendas, and activities.
 - Ensure proper internal staffing
 - Correspond with corporation before, during, and after the event
 - Evaluate the potential for cross-press releases, media coverage, and coordination with the corporation's internal communication teams

- Ensure that Event is mentioned on Operation Gratitude and Corporation's social media and other platforms
- Event close out and reporting
- Management of events and addressing potential problems that may arise
- Maintain a working knowledge of the needs for a wide variety of events
- Onsite event staffing for large scale corporate events; must be willing and able to travel to events nationwide up to 20% of the time
- Use Salesforce as a tool to maintain donor records such as phone calls, emails, project management personal visits, next steps and reminders for future activity.
- Generate reports for events in Salesforce to improve data transfer between departments.
- Assist receiving team with identifying and recording completed corporate event deliverables
- Maintain Salesforce records pertinent to corporate events, including but not limited to event status, shipping requirements and overall event requirements
- Utilize Salesforce and other tools to track and standardize the management of prospective and confirmed partnerships
- Corporate grant application support as directed

Relationship Management + Prospecting

- Identify and research companies that participate in employee team building programs, and/or support the Military and First Responder communities
- Develop and maintain a prospect portfolio of leads by setting calls and meetings, building relationships, working through challenges and receiving a commitment to support Operation Gratitude through sponsorship or corporate engagement
- Utilize Salesforce and other tools to track and automate the prospecting process
- Design and oversee proposals that engage corporations in ways that maximize value to Operation Gratitude and to the company
- Coordinate items included in Corporate Event proposals with the Operations Team to ensure that current and near future program needs are met according to the Program Goals and Distribution Schedule
- In partnership with the Director of Corporate Partnerships, summarize yearly accomplishments for corporate partner and organization impact reporting.

KEY REQUIREMENTS AND QUALIFICATIONS:

Skills

- Excellent written and verbal communication skills
- Deep understanding of the importance of properly recognizing volunteers and supporters both in-person and remotely.
- Highly organized and self-starting with the ability to handle multiple projects and priorities with an appreciation for detail.
- Strong interpersonal skills, including an ability to maintain positive professional relationships with a range of people including Military community members, funders, influencers, and the media both in person and by writing/phone
- Strong administrative, organizational and time management skills; ability to establish and manage priorities and meet deadlines
- Must be flexible and able to work some nights and weekends

QUALIFICATIONS

- Bachelor's Degree or equivalent preferred
- Prior non-profit experience
- Highly organized and self-starting with the ability to handle multiple projects and priorities with an appreciation for detail.
- Strong interpersonal skills, including an ability to maintain positive professional relationships with a range of people including Military community members, funders, influencers, and the media both in person and by writing/phone
- Strong administrative, organizational and time management skills; ability to establish and manage priorities and meet deadlines
- Familiarity with Salesforce, Microsoft Office Suite and Google Workspace
- Must be able to travel up to 20%

Operation Gratitude is an equal opportunity employer. For more information about Operation Gratitude, please visit www.operationgratitude.com

SALARY & BENEFITS

Salary Range is *\$60,000 - \$75,000 DOA* . Full benefits, including medical, dental and vision, 401K and life insurance, are available. **To Apply, please submit your resume to resumes@operationgratitude.com**

PROFESSIONAL LEVEL: Exempt/Full-Time